



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204



James L. Greeson, State Fire Marshal
Division of Fire and Building Safety

Checklist for a Complete Structural Submittal

To qualify for a structural release, an applicant must provide one complete application indicating the structural scope of work, and a complete submittal of structural drawings demonstrating compliance with all applicable building laws and fire safety laws including the following:

- ☐ A site plan drawn to scale, (for new buildings, additions to existing buildings, and alteration projects in which a change of occupancy has occurred) showing dimensioned location of building property lines, and distance to all adjacent buildings on the property, as well as width of any street or easements bordering the property.
- ☐ Foundation and details. Where applicable, provide basement plans and details. Indicate width, thickness and depth below grade of all footings.
- ☐ Detailed dimensioned floor plans drawn to scale for all floors showing structural wall configuration.
- ☐ Sections and details of walls, floors, and roofs showing dimensions and construction materials.
- ☐ Plans and elevations showing size and location of all members and design loads.
- ☐ Details indicating how required structural integrity will be maintained where wall, floor, and ceiling penetrations will be made for electrical, mechanical, plumbing, and communication conduit, pipes, and similar systems.
- ☐ If a design professional is required, each page of all drawings shall include the signature and the seal of the design professional.
- ☐ An applicant must demonstrate, through the submission of plans for construction that, the construction will comply with all applicable building laws and fire safety laws. Plans such as, "Preliminary", "Not for construction", "For reference only", "Future", or "Optional" are unacceptable for use in DFBS' plan review process.
- ☐ Any additional information that may be needed to substantiate statements that the proposed construction will comply with the rules of the Fire Prevention and Building Safety Commission.

